



FOR AGENCY USE		1. Agency Address Georgia Ports Authority Operations Division, Container Central Post Office Box 2406 Savannah, Georgia 31402	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number	79-13
1-09-79			Date Received	Date Completed
Application Number				
54			JAN 19 1979	FEB 16 1979

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

9. **Division and Office Function** **What is the function of the Division and the Office in which this record series is created?**

The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.

The Container Central Manager is responsible for the overall operation of the Container Central complex and Field Division. Engages in a variety of planning activities, analyzes ship schedules, container volume, growth, recommends construction, sets internal operating procedures, maintains liaison with all segments of shipping industry.

7. Record Series Description	This file contains the following documents <i>(include form numbers and titles, if any)</i>: Attach samples of the file.
Documents relating to:	deleting containers and related information from computer files.
Included are:	Computer printouts listing shipping line and items and information deleted.
File is arranged:	Chronologically, information on printout in alphabetical order by shipping line.

8. Monthly Reference Rate How often are records referred to which are:
One to six months old 3; Seven to twelve months old 3; Thirteen to twenty-four months old 2;
twenty-five months and older 1?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 12 legal boxes

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long Term
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Related information duplicated in shipping agency file.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ month _____ then,

- ☒ Hold in the current files area _____ 6 _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ 2½ _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11/17/79	<i>Carol Thompson</i>	1-9-79

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	2-15-79
Secretary of State/Designee	<i>Carroll Hart</i>	2-13-79
Attorney General/Designee	<i>[Signature]</i>	2-15-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)